



APPLICANT CHECKLIST

Update your resume

Please include a detailed resume with all your professional experiences.

Prerequisites

- Undergraduate degree from an accredited college or university or foreign equivalent.
- Minimum 2 years of work experience is preferred.
- No GMAT/GRE required.

Application Materials

- Resume
- Two letters of recommendation
- Transcript
- Optional Personal Statement
- Application Fee is currently waived for all applicants

Speak to an Enrollment Coordinator

We encourage you to become familiar with our program by speaking with an enrollment coordinator by contacting them at Grad_business@baylor.edu or 254-710-3999.

Start your Application

If you have not already started your application, please visit:

grad.baylor.edu/apply

□ Request your transcript

Digital transcripts are the preferred method. Digital transcripts can be sent to:

grad_business_transcripts@baylor.edu

Paper transcripts must be in a sealed envelope from the issuing institution and mailed to:

Graduate Business Programs
Baylor University
One Bear Place #98013
Waco, TX 76798-8013

□ Talk to your recommenders

Recommenders should be professional contacts such as a supervisor, colleague, or client who can speak about your talents, work accomplishments, and qualifications. Within the application, you will provide the name, organization, title, and email address of two references.

Sometimes the automated emails from our application system end up in SPAM or JUNK folders, so the recipient doesn't even know it arrived. Please touch base with the individuals and let them know you are looking for a letter of recommendation.

□ Consider the optional personal statement

An optional personal statement is helpful. The admissions committee is interested in your professional objectives, how a Baylor MBA will
Baylor Online MBA Application Checklist

contribute to those objectives, and how your participation and background will add value to the Baylor Online MBA program. If you believe there are specific circumstances such as breaks in employment, your past academic performance, or your choice of recommenders, that would be beneficial for the Admissions Committee to know then please include them in your statement.

□ Decision Notification

The Baylor Online MBA program follows a rolling admission process. Once a completed application has been received and is complete, your application will be reviewed in the order that it is received. An admissions decision averages 3-10 business days after all application materials have been received.